

TOWN OF PRIMROSE COMPREHENSIVE PLAN STEERING
COMMITTEEMINUTES, OCTOBER 27, 2008

Attending: All members

Dein called the meeting to order at 7:35

1. Motion made by Elkins, seconded by Hayward, to approve the minutes of Sept. 22. Motion carried 6-0.
2. The Chair explained that the purpose of the meetings of the Steering Committee was for it to develop a Comprehensive Plan. There will be ample opportunity for public participation in the ways outlined in the Public Participation Plan. There will be time for public comment in Steering Committee meetings, and the Committee will attempt to address those comments. But there will not be a continuous back and forth dialogue between commission members and the public. These meetings are business meetings of the Steering Committee in which it has to move forward to frame a Comprehensive Plan.
3. There were a number of questions asked and comments made. These were recorded at the September 22 meeting. Many of those questions were answered at the end of that meeting, and the answers to those questions can be found in items 6-12 of the minutes for Sept. 22. The Steering Committee then answered questions and addressed comments not previously addressed. Those questions/comments are listed below and the response made is provided.
 - (a) Comment: Clarification that Question #6 on the Demographic Portion of Planning Survey needs to include option for households having no children. Response: Dein said that Standing will be notified and will make the change.
 - (b) Comment: Survey content was not considered to be comprehensive. Response: There will be multiple opportunities throughout the planning process for more comprehensive input regarding each element. The Steering Committee expressed a degree of comfort with the survey and think the survey together with other avenues of input is sufficient for the Township's needs.
 - (c) Question: When will answers will be provided for the questions asked? Response: The committee will try to provide responses at that meeting or the next meeting, though some answers may be available only at later stages of the planning process.
 - (d) Question: What is Marla's role and how was it decided? Response: Marla's role is to record in a clear and transparent way the public comments. She was chosen because she has professional experience and is professionally trained in doing this sort of work, and she was willing to do it.
 - (e) Questions: Will each component of the survey (general and demographic information) be mailed separately? How many mailings will the Town do? Response: The two components of survey will be mailed together in one mailing. There will be only one demographic survey per each

household, but one land use element per each adult member of the household.

- (f) Question: Can some of the administrative tasks associated with survey compilation be done by the Town in order to save money? Response: No. The price we were quoted by the County includes their sending out and compiling the data for the survey.
 - (g) Comment: The return-to address (County or Town) may influence the response rate of surveys. Response: The return envelope will say "Town of Primrose" and then have the County address.
 - (h) Comment: Planning process updates should be made available on the Town website as quickly as possible. Response: There will be an effort made to have update the website as soon as possible.
 - (i) Question: Will there be notification of the upcoming Survey? Response: There will be a notification of the survey put in the papers, and, if any person who should get a survey (any temporary or permanent resident or landowner) does not receive one, he or she may ask Winnie to have Standing send a survey.
 - (j) Questions: How will House Meetings be organized? Do they need to be posted? Response: The meetings do not need to be posted unless a quorum of the Town Board or Planning Commission is present. Any member of the Town Board or Planning Commission invited to a house meeting will inform the host, that if more than a quorum is invited, the meeting must be posted. How the meetings will be organized is up the host of the meeting. See also the Public Participation Plan.
 - (k) Question: Will current Steering Committee materials be passed out and available to all at the meetings? Response: We will try to make available materials to be considered at the meeting a week ahead of time.
 - (l) Comment: Desire to feel that public participation is sincerely welcomed. Response: It is sincerely welcomed.
- 4. Public Comment: The comments and questions and responses follow at the end of these minutes.
 - 5. The Chair provided an update of his conversations with Standing.
 - (a) Standing is waiting to receive from the Town Clerk the list of temporary and permanent residents and landowners so that he can send out the survey. He will cross check this list with data bases that he has access to.
 - (b) We want to get the survey out soon, before the holidays.
 - (c) Anyone wanting to provide written comments anonymously can send a request to do so to Standing, and he can provide the person a way to do this.
 - 6. Regarding the Comprehensive Planning section of the Website, Julie Raasch puts the documents on the Website. We aim to have documents that are completed on the Website two weeks after approval.
 - 7. The Town Square cannot be fully functional until Standing receives the list of residents (temporary or permanent) and landowners from the Town Clerk.

8. Dein will try to schedule the next Steering Committee Meeting with Standing on November 17th or 19th and we will take up the 'Opportunities' section of the Plan and possibly the 'Transportation' section.
9. Public Comments made and responses given:
 - (a) Questions: Is there a formal schedule of which topics will be covered at which meetings? If so, is/will this be posted? If not, is there a tentative schedule at this point? Response: We will first consider the 'Opportunities' section of Comprehensive Planning. We hope to soon have the Survey out and the Town Square Running. Standing will present the options of what we can cover when, and we will begin decide in which order we will proceed. We may try to do Transportation together in the next meeting with 'Opportunities' if Standing thinks that that is realistic. The topic covered will be posted in the posting of the agenda.
 - (b) Question: Must Steering Committee agendas be posted (electronically or otherwise) one week prior to the meetings? Response: We will aim to have the agenda posted and in the paper one week prior to meetings, but amendments to agendas can always be posted 24 hrs. before a meeting.
 - (c) Question: Where do the steering committee meetings fit into the public participation portion of the planning process? Are Comprehensive Plan Steering Committee meetings only business meetings or are they also for public participation in the plan? There will be time for public comment and sometimes responses at Steering Committee meetings, but there will always be business that we need to conduct.
 - (d) Questions: When/How does participation in the content of the plan occur? Response. The venues for public participation is outlined in the Public Participation Plan and includes, for each element of the Plan, such things as Steering Committee meetings, the Town Square, House meetings, and written comments.
 - (e) Questions about the online Town Square:
 - o Are postings to the online Town Square anonymous? They can be if the person requests that they be. Standing will assign the person a number and password, and the person can make his/her comments anonymously.
 - o What is the purpose of the numbering system? To be sure that anyone participating is a resident (temporary or permanent) or a landowner. This needs to be done to preserve the integrity of the discussion, to be sure that the people participating are a part of the Primrose Community.
 - o Why is a password needed? To be sure that anyone participating is a member of the Primrose Community, i.e., a resident (temporary or permanent) or a landowner.
 - o Why must a request be made to see documents. All documents related to Comprehensive Planning will be made available on the Town Website. Requests must be made to see emails sent to Steering Committee members in order to save the Clerk the time of posting every email.
 - (f) Questions on House Meetings:
 - o When do they start? When someone decides to host one.
 - o Who can host them? Any resident or landowner.

- o Are they by invitation only? Yes.
- o Must they be posted? Only if there will be a quorum of the Town Board or Planning Commission
- o Is there a minimum number of attendees needed at each? No.
- (g) Why was Marla Handy chosen to be a note taker rather than others who have volunteered? Because she has professional experience and is professionally trained in doing this sort of work.
- (h) Will other volunteers be used in the planning process? Volunteering is a way of participating in addition to public input. There may be a point in the process that volunteers can be used.
- (i) Why is the Steering Committee made up of only Town Board and Planning Commission members? Because that is the decision made by the Town Board.
- (j) Is a survey being sent to every resident over the age of 18? Yes. If so, will surveys be mailed individually to residents who share the same address or will multiple surveys be sent in one envelope to a residence? The latter.
- (k) Is an amendment to the public participation plan needed to accommodate possible changes in steering committee meeting dates? No. It says that they *may* be held at the time of the Planning Commission. It was decided that that did not provide adequate time, so there will be separate meetings of the Steering committee.
- (l) What is the cost of Dane County's assistance in this process? The County gave the Town a range up to \$18,000. The cost will depend upon the extent to which services are used.

Comments on the Social Context of the Planning Process

- (m) The planning process is now happening in a socially sensitive environment.
- (n) Planning Commission members are asked to be aware of the sensitivity of this environment and to take that into account when making formal or informal comments.
- (o) When public participation feels limited, it makes the community feel more divided than united.

10. Motion made by Gibson, seconded by Hayward, to adjourn. Motion carried 8-0.

Minutes respectfully submitted by Martha Gibson